



## PLANS REVIEW SUBMITTAL

Department of Commerce and Insurance  
Division of Fire Prevention  
Codes Enforcement Section  
500 James Robertson Parkway, Third Floor  
Nashville, TN 37243-1162  
615-741-7190 --- 615-253-3267 (fax)

TFM: \_\_\_\_\_

SBC: \_\_\_\_\_

### INFORMATION TO BE PROVIDED BY DESIGNER

**PROJECT NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

Is this project within the City Limits or Planning Region? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this building to be State-owned or State-leased? Yes \_\_\_\_\_ No \_\_\_\_\_

**OWNER:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**OPERATOR/DIRECTOR** (If different from owner.): \_\_\_\_\_ **FAX:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**ARCHITECT/ENGINEER:** \_\_\_\_\_ **REGISTRATION NUMBER:** \_\_\_\_\_

**FIRM:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

Will architect provide construction administration? Yes \_\_\_\_\_ No \_\_\_\_\_

**LOCAL BUILDING OFFICIAL:** \_\_\_\_\_ **TELEPHONE NUMBER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**LOCAL FIRE OFFICIAL:** \_\_\_\_\_ **TELEPHONE NUMBER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

Approximate date of construction start \_\_\_\_/\_\_\_\_/\_\_\_\_ Anticipated date of completion \_\_\_\_/\_\_\_\_/\_\_\_\_

Occupancy Type (as defined by NFPA Life Safety Code 101, 2003 edition): \_\_\_\_\_

Construction Type (as defined by the Standard Building Code, 1999 edition): (Circle One)

**New** I II III IV IV-1HR V V-1HR VI VI-1HR SPRINKLERED? Y or N

**Existing** I II III IV IV-1HR V V-1HR VI VI-1HR SPRINKLERED? Y or N

HEIGHT: New \_\_\_\_\_ NUMBER OF STORIES: New \_\_\_\_\_  
Existing \_\_\_\_\_ Existing \_\_\_\_\_

If project includes an existing building, please include original construction date including any additions (explain).

\_\_\_\_\_  
\_\_\_\_\_

If building is sprinklered, what is the approximate age of the sprinkler system or systems: \_\_\_\_\_ years.

Building Area (outside wall to outside wall as defined by the Standard Building Code, Section 202, 1999 edition):

New Construction \_\_\_\_\_ square feet per largest floor Total (all floors) \_\_\_\_\_ square feet

Existing Construction \_\_\_\_\_ square feet per largest floor Total (all floors) \_\_\_\_\_ square feet

*In accordance with Rule 0780-2-3-.03(c) of the Rules and Regulations of the State of Tennessee, I hereby certify that, to the best of my knowledge and belief, the total construction cost (excluding land cost and site preparation) of this project will be: (The State reserves the right to request verification of costs.)*

Estimated Cost of Construction: \$ \_\_\_\_\_

Amount of Fee Due (see table to calculate): \$ \_\_\_\_\_

**THIS FEE IS PAYABLE AT THE TIME OF INTIAL SUBMISSION OF PLANS AND SPECIFICATIONS.  
NO REVIEWS WILL BE DONE UNTIL THE FEE IS PAID IN FULL.**

**Note: Tennessee Fire Marshal review project files (TFMs) are assigned to individual buildings. A separate submittal form and check must be provided for each project and physical address even if they are all presented and bid as a single capital project. An example of this would be a fire alarm upgrade involving several buildings and a single owner's campus.**

**TO RECEIVE A CERTIFICATE OF OCCUPANCY, SEALED BUILDING PLANS MUST BE REVIEWED AND APPROVED PRIOR TO THE START OF ANY CONSTRUCTION OR RENOVATION WORK. (The building cannot be occupied without a certificate of occupancy from this office.)**

\_\_\_\_\_  
Type or Print Owner/Authorized Representative

\_\_\_\_\_  
Signature and Date

If owner is a State agency, and the Project has a State Building Commission (SBC) Number, **do not** enclose payment. Owner agency will be journal vouchered. If owner is the University of Tennessee **do not** enclose payment. U.T. will be invoiced. Otherwise, **fee is payable** when plans are submitted. Make check payable to the Department of Commerce and Insurance.

**WHEN CALCULATING THE FEE, ROUND THE CONSTRUCTION COST UP TO THE NEAREST ONE-THOUSAND DOLLARS (E.G., \$125,101.00 TO 126,000.00). THE FEE SHALL BE CALCULATED USING THE ROUNDED CONSTRUCTION COST. THE FEE SHALL BE PAID IN FULL. SUBMIT TWO COPIES OF PLANS AND ONE COPY OF SPECIFICATIONS SEALED (WITH SIGNATURE AND DATE).**

### FEE CALCULATION

#### ESTIMATED CONSTRUCTION COST

\$1,000,000 OR LESS

\$1,000,001 OR GREATER

#### TO CALCULATE FEE

\$2.00 per thousand or fraction thereof. (\$200.00 minimum)

\$2,000.00 for the first \$1,000,000.00 plus \$1.50 for each additional thousand or fraction thereof. (there is no maximum)

Where a permit fee for construction will be paid to a local government which has an exempt status, fees for day cares, schools, and State owned or leased buildings will be reduced by one-half. Documentation of payment may be required.

**The minimum fee is \$200.00 and there is no maximum fee.**

### STATE EXEMPTIONS GRANTED 06/01/06

Alcoa	*Gatlinburg	Millington
Athens	Goodlettsville	Montgomery County
Bartlett	Hendersonville	Murfreesboro
Brentwood	Jackson	Nashville/Davidson County (Oak
Bristol	Johnson City	Hill, Belle Meade, Forest Hills,
Chattanooga	Kingsport	Berry Hill, & Lakewood not
*Clarksville	Knox County	included)
Collierville	Knoxville	*Oak Ridge
Columbia	Lebanon	Paris
Cookeville	*Madison County	Pigeon Forge
Dyersburg	Maryville	*Sevierville
Farragut	Memphis/Shelby County	White House
*Franklin		

**\*Review fee is not to be reduced by one-half.**

**SPECIAL NOTE:** In the above exempt jurisdictions, only State owned and State leased buildings, day cares, and schools through twelfth grade must be approved by the Division of Fire Prevention. Outside the above exempt jurisdictions, plans for the preceding occupancies, and plans for assemblies of 300 or more, three or more story buildings used for residential or business occupancy, correctional facilities, enclosed malls, high hazard industrial occupancies, and two story residential occupancies with twelve (12) units or more must be submitted to and reviewed by the Division of Fire Prevention.